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DT390 Cordless Phone for MX-ONE™
User Guide

AASTRA

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1 Welcome

Welcome to the user guide for the DT390 cordless phone. This guide describes the available features of the phone when it is connected to MX-ONE™. The phone is designed to be used in a medium demanding environment, such as hospital environment, light industry environment, and office environment.

Depending on the version and configuration of the exchange that your phone is connected to, it can be that some of the functions and features described in this user guide are not available. There can also be some differences in the way your phone is programmed. Please consult your system administrator if you need further information. Some markets use differing codes for some features. In this guide the features are described using the most common code. The latest version of the user guide can be downloaded from: http://www.aastra.com.

2 Important User Information

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DECLARATION OF CONFORMITY
Hereby, Aastra Telecom Sweden AB, SE-126 37 Hägersten, declares that this telephone is in conformity with the essential requirements and other relevant pros of the European R&TTE directive 1999/5/EC. Details to be found at: http://www.aastra.com

CE

FCC Statement

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC rules.

These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications.

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However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the separation between the equipment and receiver.
- Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.
- Consult the dealer or an experienced radio/TV technician for help.

This equipment complies with FCC radiation exposure limits set forth for an uncontrolled environment. This device complies with FCC SAR limit of 1.6 W/kg. The maximum SAR value measured when used at the ear is 0.043 W/kg. The phone has also been tested when worn on the body using belt clip, maximum measured SAR value in this configuration is 0.037 W/kg. This device must not be collocated with any other antenna or transmitter:

- This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear side, underneath the battery of this equipment is a label that contains, among other information, a product identifier in the format US: AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.
- REN is N/A as this product is intended to be connected behind a FCC Part 68 compliant PBX system. It is not intended for direct connection to telephone network.
- If this equipment cause harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service maybe required. But if advance notice isn't practical, the telephone company will notify the customer as soon as possible. Also, you will be advised of your right to file a complaint with the FCC if you believe it is necessary.
- The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of the equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.
- If trouble is experienced with this equipment, for repair or warranty information, please contact your Aastra business partner http://www.aastra.com. This equipment is not intended to be repaired by the customer (user). If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.
- Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission or corporation commission for information.
- If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment that it does not disable your alarm equipment. If you have questions about what

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will disable alarm equipment, consult your telephone company or qualified installer.

Electrical Safety Advisory

Electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. Customer is thus recommended to use a surge arrestor for the equipment that requires AC power.

2.1 Safety Instructions

Note: When using your phone or connected equipment, the following basic safety precautions should always be followed to reduce risk of fire, electrical shock and other personal injury.

2.1.1 Recommendations

- Always keep and handle your products with care and keep them in a clean and dust-free place. Proper use and care will prolong the products life. Use a soft absorbent tissue or cloth to remove dust, dirt or moisture.
- Always ensure that the phone, battery and charger are used and operated in the environment for which they are designed.
- Operate the phone in temperatures between 0°C to +4 0°C (32°F to 104°F).
- Do not expose your products to liquid, moisture, humidity, solvents, strong sunlight, harsh environments or extreme temperatures, never above +60°C (+140°F), unless the product has been specifically designed and officially approved for such environments.
- Exposure to heat may cause batteries to leak, overheat or explode, resulting in fire, burns or other injuries.
- Do not put the product in the microwave oven: This may cause damage to either the oven or the product.
- Do not attempt to disassemble or alter any part of the phone, the charger(s) or the battery-pack. Disassembly or alteration may result in electrical shock or irreversible damage to the equipment. Only a qualified service personnel or an authorized Aastra partner should conduct internal inspections, alterations and repairs.
- Do not expose your product to open flames or lit tobacco products.
- Do not drop, throw or bend your products. This may cause malfunction or electric shock.
- Do not paint your product.
- Do not use your product in an area where a potentially explosive atmosphere exists, unless the product has been specifically designed and officially approved for such environments

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- To avoid hearing impairment, accept the call before holding your product (or portable handsfree device) to your ear.

Warning!

The handset may retain small magnetic objects around the mouthcap or earcap region. Please check and remove before use.

2.1.2 Disposal of the product

Your product should not be placed in municipal waste. Please check local regulations for disposal of electronic products.

2.1.3 Power supply

Available power adapters (Suppliers Designation) are:

- Art.No.DC3: 130160 Power supply unit AC/5V DC/0.65A -Europe
- Art.No.DC3: 130166 Power supply unit AC/5V DC/1A -USA, Canada, AUS, and U.K.
- Art.No.DC4: 130161 Power supply unit AC/5V DC/2A

Precautions:

- Connect the AC power supply to the desktop battery charger only to the designated power sources as marked on the charger.
- Make sure the AC power supply is positioned so that it will not be subjected to damage or stress.
- To reduce risk of electrical shock, unplug the chargers from any power source before attempting to clean or move it.
- The AC power adapters must not be used outdoors or in damp areas.
- Never modify the cord or plug. If the plug will not fit into the outlet, have a proper outlet installed by a qualified electrician.
- Limit the distance between the mains socket and the cordless phone when charging for easy accessibility.
- As an energy saving measure, disconnect the charger from the main socket after charging.
- When unplugging the mains adapter from the power outlet, make sure that your hands are dry and ensure that you hold the solid portion of the mains adapter.
- Do not pull on cables.

2.1.4 Charging and batteries

This product should only be used with the following battery:

- Art.No.: 660177 Battery

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Single chargers shall only be connected with power adapters supplied by the manufacturer, see list above.

Precautions:

Please read carefully the following important precautions before the first time use of the batteries. Make sure to understand and observe all cautionary instructions stated, so as to avoid any possible safety hazards that are caused by any misuse, misapplication or damage to batteries.

- Only use batteries, mains adapters or desk and rack chargers which have been specifically designed for use with your product.
- Use of power sources not explicitly recommended may lead to overheating, reduced battery performance, distortion of the equipment and fire or other damages.
- The phone is equipped with Li-Ion battery. In a complex infrastructure, the talk- and standby time may differ, due to the consequence of the increase in signaling.
- The battery must always be completely charged (minimal 4 hours) before first time use.
- The battery in your product is designed to withstand many charge cycles.
- Use only the recommended charging equipment.
- Improper charging can cause heat damage or even high pressure rupture.
- Observe proper charging polarity.
- Do not allow the metal contacts on the battery to touch another metal object. This could cause short-circuit and damage the battery.
- Do not solder lead wires directly onto the battery.
- Do not allow water to come into contact with the battery, this could short-circuit and damage the battery.
- If the handset has been exposed for water or condense, remove the battery immediately and let it dry completely before reinserting the battery.
- Remove the battery before cleaning the telephone to reduce risk of electric shock.
- Unplug the battery charger from a power source before cleaning the handset to reduce risk of electric shock.
- The battery is replaceable, however it is not the intention to do this frequently.
- Only charge the battery when placed in the phone.
- Use only the specified battery-packs for your product.
- Never heat or dispose of the battery into a fire, which, or else, may cause leakage, burst or fire.
- Remove the carrying case from the product while in charger.

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- Do not cover the product while being charged. Do not charge the phone in a closed cabinet or drawer. The charging of the battery is a chemical process and causes the battery to become warm during charging. Make sure the environment in which the phone is charged, is well vented.
- The cordless phone can be charged either when switched on or off.
- Do not connect the battery's positive and negative leads altogether in any circumstances.
- Do not strike or drop the battery. It may cause damage to the battery.
- Do not charge the battery below +5°C (+41°F). Be s ure to charge the battery between +5°C and +40°C (+41°F and104°F). Charging b eyond these conditions may impair the battery performance and shorten the life cycle.
- Do not use battery packs from different types, brands or of different capacities.
- The battery is to be stored in a dry cool place, with the ambient temperature of approximately +25°C (+77°F) for best performance.
- The battery continues to discharge a minimal portion of its power, even if the product is switched off or the battery is removed.
- Dispose the battery in accordance with all local regulations, applicable in your country.

Warning!

Smoke or fumes

Stop operating the products and turn off immediately in case of smoke or fumes. Unplug the mains adapter and remove the batteries from the phone immediately. Continued operation may result in fire or electrical shock.

Warning!

LCD

If the liquid crystal display breaks, avoid injury by not allowing the liquid crystal to come into contact with eyes, skin or mouth. Prevent the liquid crystal from leaking out of the broken glass.

2.1.5 Preventing malfunction

- Never place the equipment in close proximity of electric motors, welding equipment or other devices generating strong (electro) magnetic fields. Exposure to strong (electro) magnetic fields may cause malfunction and corrupt the communication.

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- Moving the equipment rapidly between warm and cold temperatures may cause condensation (water droplets) to form on its internal and external surfaces. Water droplets may cause malfunction of the equipment and corrupt or end communication or damage the equipment. When condensation is noticed, stop using the equipment. Switch off the phone, remove the battery and unplug the mains adapter from the power outlet. Wait until the moisture evaporates from the equipment before putting it in operation again.

- Avoid accidental drop of the phone. Use the clip, security clip or carrying case specified for carrying purposes of the phone.

- Avoid squeezing the phone between furniture and your body when carrying the phone in your pocket or attached to clothing.

2.2 Intrinsic Safety

The DT390 cordless phone is not specified as intrinsically safe, so do not use it in areas with a danger of explosion.

2.3 Preparing for Use

Before using your phone for the first time, you have to charge and connect the battery, see Section 16.

Note: Place the phone in the charger and charge it for at least one hour before using it the first time.

2.4 IPEI and IPDI Code

Your phone has a unique International Portable part Equipment Identity (IPEI) code, and a unique global GAP identity number for the DECT registration (IPDI).

IPEI/IPDI is needed for your system administrator to enable network subscription of your phone. At delivery of your phone, the IPEI and IPDI are the same and both can be used for network subscription. If your phone is replaced with another phone with a procedure called *Easy replacement procedure* the IPDI is exchanged and IPEI and IPDI are no longer the same. In case IPEI and IPDI differ, IPDI shall be used for network subscription.

To look up the IPEI and IPDI codes, do the following:

- Enter ***#06#** when phone is in idle mode.
  A message box with the text IPEI/IPDI followed by the IPEI number (13 digits) and the IPDI number is shown.

Note: If your phone is broken and needs to be replaced with another phone, please contact your system administrator.

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2.5 Software Version

To view the phone's software version:

1. Enter ***#34#** in idle mode mode.
2. Select **Software**.

2.6 Accessibility and Voice Quality

The base network is not always available. If you do not get in contact with your system, contact your system administrator. For best voice quality, avoid positioning near computer, radio or similar equipment.

2.6.1 Operating area

You can use your cordless phone in the area that is covered by the network. Outside this area you will lose contact with the phone network. The signal strength icon, , will disappear and No System will be displayed.

2.6.2 Out of Range

When you leave the system coverage area you will hear a short beep and see a lamp indication, and the text Searching will appear in the display. The out of range beep will be repeated every minute for 30 minutes. It is possible to switch off this beep by pressing . When re-entering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

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3 Description

This section describes the DT390 cordless phone and its display information, menu structure, and tones. A picture of the phone is shown in Figure 1.

Figure 1 Overview of the DT390 Cordless Phone

1. **Soft keys**
   Used with Graphical User Interface.

2. **Off-hook key**
   To connect calls, and as a short cut to the Call list.

3. **Voice mail access**
   To listen to a voice mail.

4. **Key lock and upper and lower case**
   Combined key lock and Upper/Lower Case.

5. **Space**
   To add space between text.

6. **Mute key**
   Switch audible signals on and off, silencing the ring signal at incoming call, and also to switch the microphone off and on during a call.

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7. **Navigation key**
   Navigation key with left, right, up and down.

8. **On-hook key and power on and off**
   Combined button; to end a call, to return to idle mode, and to switch the handset on and off by long press.

9. **Color display**
   The full graphic type display is 112 pixels wide and 115 pixels high. The display is monochrome black and white, with back lighting.

10. **Headset connector**
    The headset connector is for connecting a headset. The connector is protected against dust by using the headset connector cover.

11. **Indicator**
    Indicates incoming call, and charging.

3.1 Functions and Accessories

Functions are listed in Table 1, and the phone's accessories are listed in Table 2.

Table 1 Functions

Local phonebook (250 entries)
Central phonebook (system dependent)
Company phonebook (requires configuration in WinPDM or CPDM by system adminnistrator)
Vibrator
Voice mail access (requires configuration in WinPDM or CPDM by system administrator)
Headset connector
Microphone on/off during call
Loudspeaking function
Centralized management (System dependent)
Dynamic output power
Downloadable language (requires configuration in WinPDM or CPDM by system administrator)

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Table 2 Accessories

Desk Charger
Desk PDM Charger
Rack PDM Charger
Carry Case
Standard Clip
Security (swivel) Clip
Security chain
Headset with microphone on boom
Headset with microphone on cable

Case The plastic cover parts are made of durable PC/ABS material.

Antenna The antenna is integrated inside the phone.

Loudspeaker The cordless phone has a separate loudspeaker for the loudspeaking function. It is placed on the back of the phone.

Microphone The microphone is placed on the front bottom of the phone.

Clips There are two different belt clip options to the cordless phone; a standard clip and a security (swivel) clip. Use the clip to attach the phone to a belt or similar. See also Section 16.7. It is also possible to use the phone without any clip.

Battery The battery is a rechargeable Li-Ion battery, placed under a battery cover. The battery is fully charged after four hours. The battery can be charged separately with a special battery charger.

Security String The security string is 800 mm long. The security string is attached directly to the phone.

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3.2 Display Information

The icons and text in the display indicate functions and settings available to the user. The display gives visual feedback on all actions performed, and also textual warnings, see Figure 2. The owner ID can manually be set by the user.

Note: If a name is available it is displayed instead of, or together with, the number.

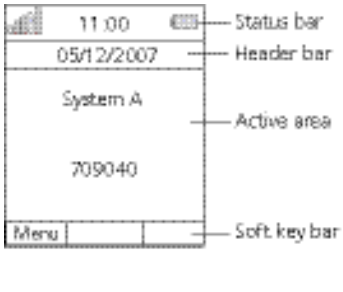

Figure 2 Example of a display configuration in idle mode

The top row (Status bar) is used for icons giving the user information for signal strength, missed call, new message, phone lock, key lock, sound off, time and battery status. This row is always visible.

The next row (Header bar) displays the current date, headset connection, phone lock and so on.

The next rows (Active area) are used for information such as the name of the system to which the cordless phone is connected. A user identity provided from the system, or an Owner ID, can also be displayed if it has been configured in the Settings tab. This is also the area for pop up text, missed calls or to confirm an action.

The bottom row (Soft key bar) is used for soft keys which can be used as short cuts for functions in the phone. There are three soft keys, located just beneath the display and the functions of each soft key is indicated by text in the display just above the keys, see Figure 3. In idle mode, the soft keys can be used for specific functions defined by the user of the handset.

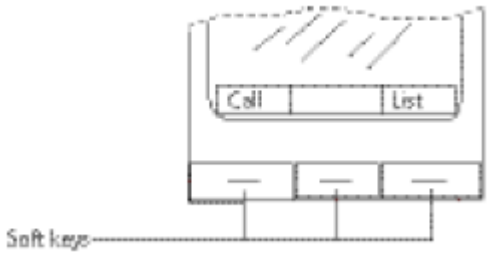

Figure 3 Soft keys

Note: The information displayed varies depending on the version and configuration of the exchange, and whether you use the phone in a DECT or an IP DECT system. Consult your system administrator to find out which type of system your phone is used in.

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Depending on the state and setting of your phone, different information can be shown, see the following list:

- **Idle phone**
  - Normal.
    The display shows the programmed name of your network, your name and extension number, time, date, and so on, see Figure 2.
  - Follow-me activated.
    The display shows your own extension number followed by a > and the extension number diverted to.
- **Outgoing call**
  - Normal outgoing call.
    When making an outgoing call, the dialed number or name is displayed.
  - Diverted call.
    If the dialed number is diverted, the diversion information is shown. For example, the display shows the dialed number and the number diverted to (preceded by >). When the diverted call is answered, only the number of the answering position is displayed.
- **Incoming call**
  - Normal incoming call.
    If available, the number or the name of the caller is displayed.
  - − Diverted call.
    A diversion indicator (>) before the number or name informs that the call is diverted to your phone. When you have answered the call, the display only shows the number of the person calling.

3.2.1 System Connection Messages

Possible system connection messages that can be displayed on your phone is described below.

Shown in display	Indicating	Description
System A	System Indication	The phone is in contact with System A. It is also possible for the system to be named something else, for example, MX-ONE.
No System	Out of coverage	The phone is out of coverage. Go into range, or contact system administrator.[1)]

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No access	Access Indication	Your phone has contact with a system, calling is not allowed.
No Subscription	System Indication	The phone is not in contact with any system. Please ask your system administrator to log on the phone.

(1) When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.

3.2.2 Display Icons

The display icons are listed and shortly described below.

Icon	Description
	Signal strength Shown in the upper left corner, when the phone is connected to a system. The staples shown in display depends on the signal strength.
	Sound off Shown when the key is pressed and held.
	Full battery Shown in upper right corner. When the level is low, it is time to charge the battery. See Section 16.
	Low battery Shown when the battery only has 5% of its capacity left. The icon is flashing when the battery capacity is lower than 5%.
	Loudspeaking Displayed in the soft key bar during a call. Pressing this icon will activate the loudspeaking mode.
	Loudspeaking off Displayed when the soft key for Loudspeaking has been pressed. Pressing the soft key when this icon is displayed will deactivate the loudspeaking mode.

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	Voice mail message Displayed in the header bar when there are voice mails. The icon remains until voice mail has been listened to.
	Keys locked Indicates a locked keypad.
	Phone locked Indicates a locked phone.
	Headset Indicates that a corded headset is connected to the phone.
	Microphone off Indicates a silenced microphone. It is displayed after a long press on during a call.
	Outgoing call Added in front of outgoing calls in the call list.
	Incoming call Added in front of all answered calls in the call list.
	Missed call Added in front of missed calls in the call list.
	Locked entry Indicates a company phonebook contact. Names and numbers in the company phonebook cannot be edited or deleted by the user.
	WinPDM/CPDM communication Visible when there is communicating with WinPDM or CPDM through Desk PDM charger.

3.2.3 Menu Tabs

The menu tabs are listed and described below.

	Contacts Contains all names and numbers in the local phonebook. In addition, a Company phonebook with up to 1000 entries can be downloaded to the phone from the WinPDM or CPDM. It Is also possible to access a Central phonebook from this menu (1).

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	Calls Contains call lists, call time, and call services (2).
	Settings Contains personal phone settings such as changing the ringer volume, selecting language, and so on.

(1) Company phonebook and central phonebook are system dependent and configured by system administrator.

(2) Call services are configured by the system administrator from the WinPDM or CPDM

3.3 Menu Structure

The available phone and network functions can be accessed through the menus.

Press Menu to get access to the phone and network functions. To confirm a selection, press Select. Press Back to return to previous menu, and press to exit the menu structure.

When entering the main menu, the display will look as in Figure 4.

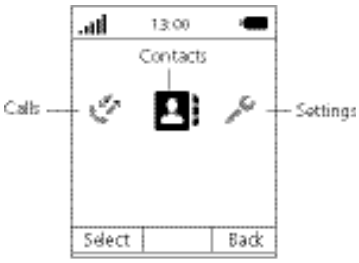

Figure 4 Contacts tab is selected by default when entering the main menu

Note: The phone can be used in several networks. All functions are not necessarily supported in all networks.

3.3.1 Calls Tab

An overview of the **Calls** tab is presented in Figure 5.

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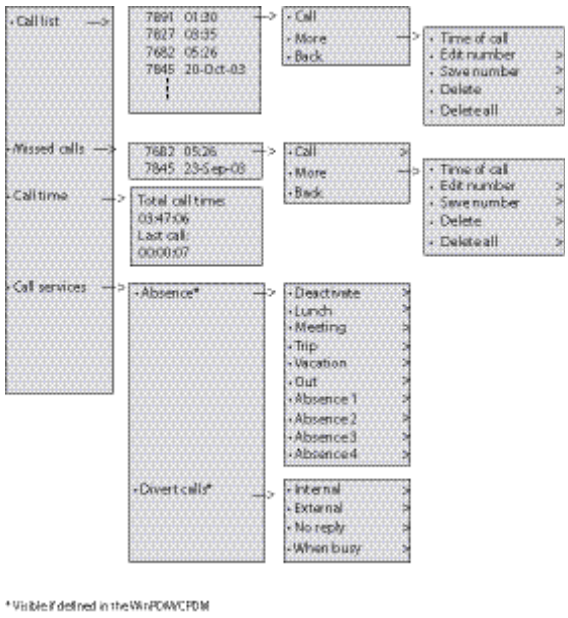

Figure 5 Calls structure

Note: Call services functions are system dependent. Parameters are set up in the CPDM or WinPDM. Contact your system administrator.

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3.3.2 Contacts Tab

An overview of the **Contacts** tab is presented in Figure 6.

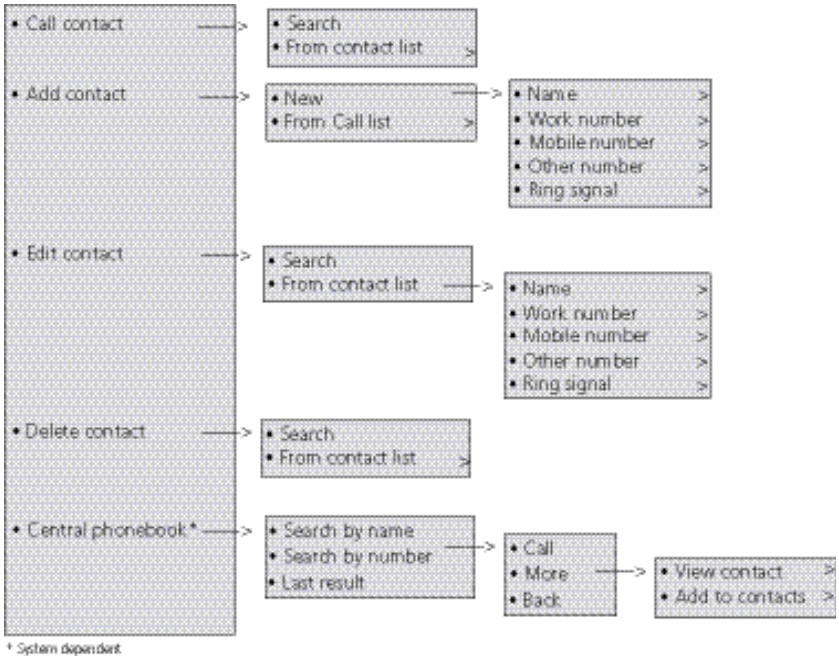

Figure 6 Contacts structure

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3.3.3 Settings Tab

An overview of the **Connection** tab is presented in Figure 7.

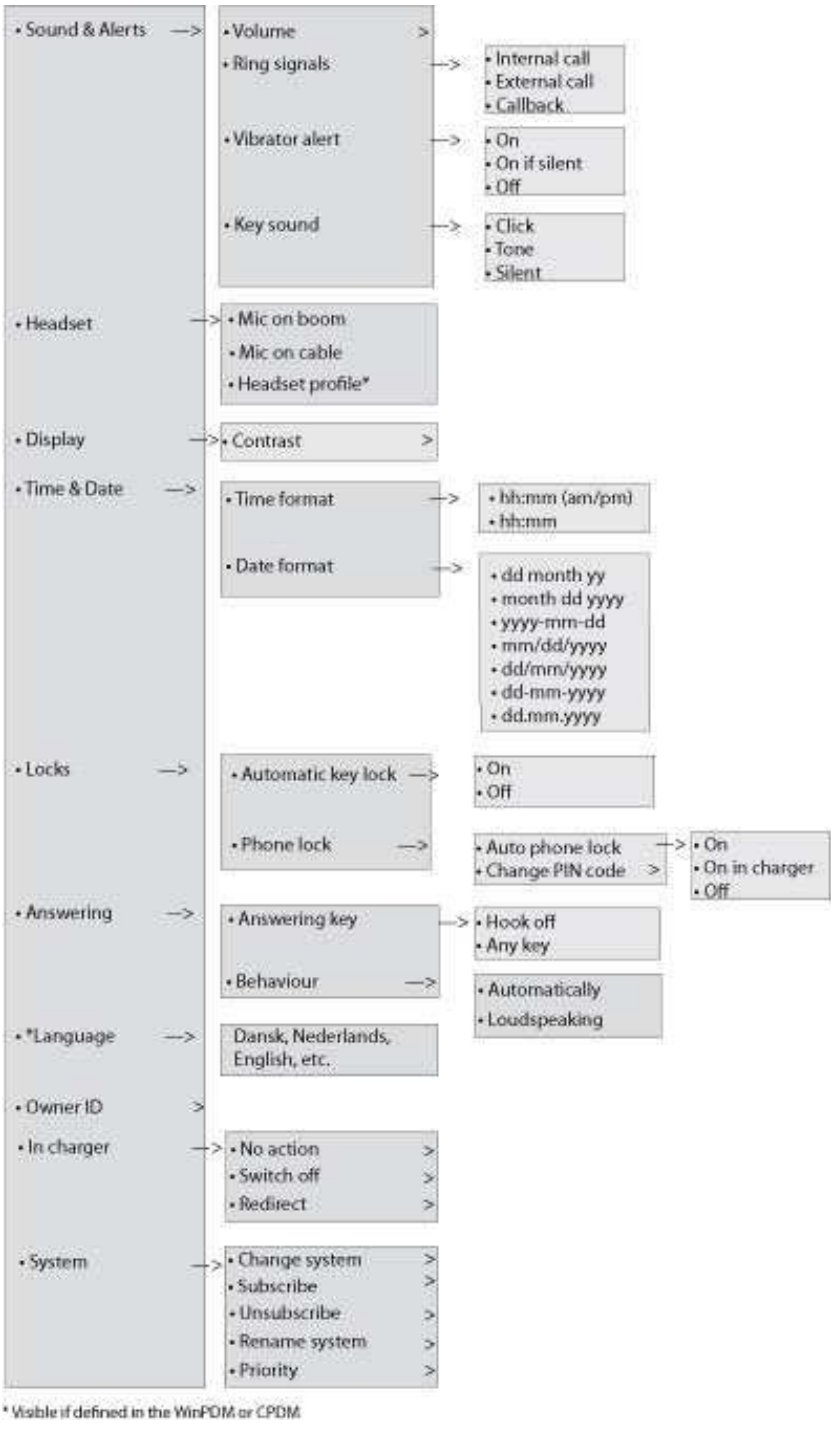

Figure 7 Settings structure

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3.3.4 In Call

Functions from the **In call menu**, see overview in Figure 8, are reached during a call from the soft key **More**.

Note: The displayed options when pressing **More** are programmed from the WinPDM or CPDM. Please contact your system administrator.

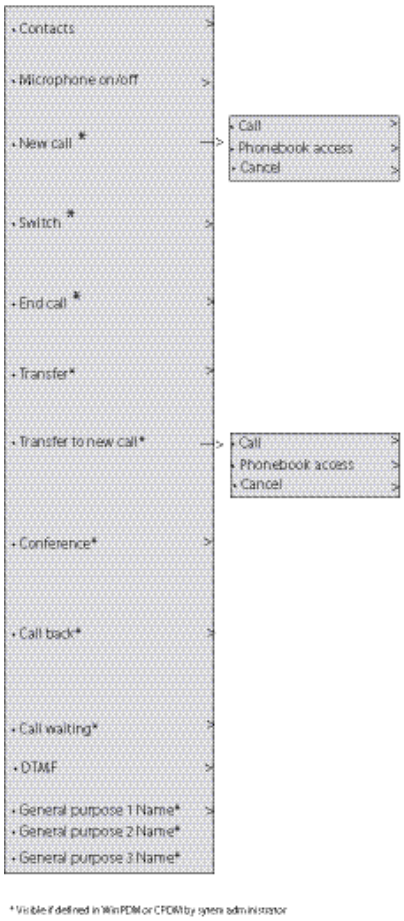

Figure 8 In call

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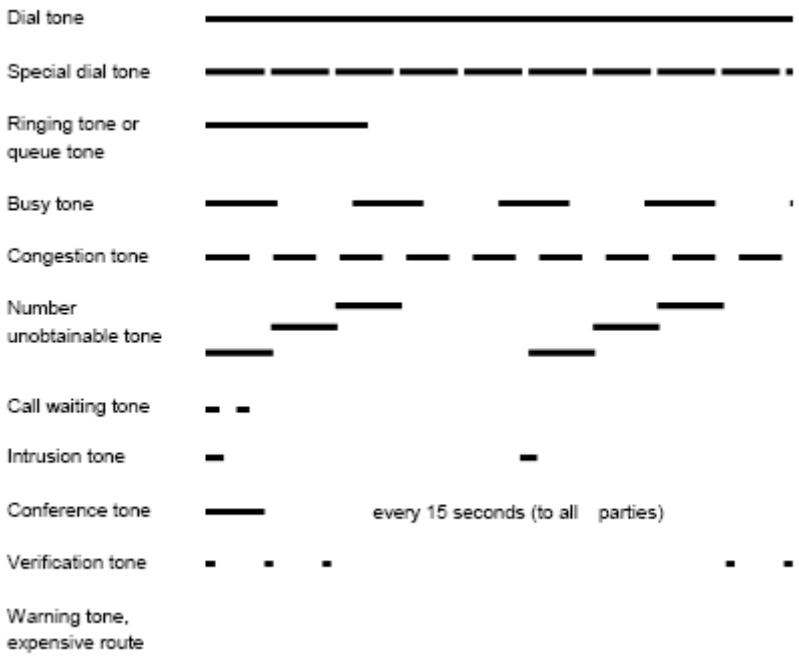
3.4 Tones

The following different tones are sent from the exchange to your phone.



3.5 Indicators

3.5.1 Phone Indicator

The following indications are used:

Table 3 Cordless Phone Indicator

Indicator	Description
Orange, fixed (phone placed in charger)	Battery is being charged.
Green, fixed (phone placed in charger)	Battery is fully charged.
Red, fixed	Battery warning.
Green flashing	Incoming call.

3.5.2 Desk PDM Charger Indicator

The following indications are used:

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Table 4 Desk PDm Charger Indicator

Indicator	Description
None	Not connected to power.
Green, fixed	Logged on to CPDM or WinPDM.
Orange, fixed	Not logged on to CPDM or WinPDM.
Orange, flashing (1000 ms on, 1000 ms off)	• Software download • File transfer during Easy Replacement
Orange, flashing (100 ms on, 800 ms off)	“Change phone” indication during Easy Replacement.
Red, fixed	Software error. Service needed.
Red, flashing (100 ms on, 800 ms off)	Error indication during Easy Replacement. Put back old portable in charger. Charger returns to “Not logged in to CPDM or WinPDM" mode when portable is removed.
Red, flashing (3 long flashes, 800 ms on, 100 ms off)	Parameter error in user parameters. Charger performs a factory reset and restarts.
Red, flashing (800 ms on, 100 ms off)	• Parameter error in production parameters. Service needed for charger. • Error during Easy Replacement. Service needed for both portables.

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4 Switching On and Off

In this section, switching on and off the phone is described.

Note: If the message No System is displayed you cannot make or answer calls. Depending on system programming, your phone can be automatically locked. To unlock the phone, enter your four-digit code (factory default is “0000”).

4.1 Switching on

To switch on the phone, do the following:

1. Press and hold
   The phone will vibrate when it is on and the display lights up. A control question will be displayed to confirm switch on.
2. Press Yes.

4.2 Switching off

To switch off the phone, do the following:

1. Press and hold
   After a few seconds, a control question is displayed to confirm switch off.
2. Press Yes.
   The phone is switched off.

Note: Pressing . while in a menu will return you to idle mode.

5 Free Seating

Free Seating is used for persons who have an office extension number but no phone set of their own, for example, flexible office workers, persons mostly outside the office, and so on. As a free seating user, and working from the office, it is possible to logon to any free phone set. This phone set will temporarily be assigned with your extension number and your system authorities.

Note: Free seating is not supported by IP DECT.

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5.1 Logging on

To log on, do the following:

1. Press *11*.
2. Enter the Authorization Code and press *.
3. Enter your extension number, press # and then .
   Wait for the call timer to start in the display.
4. Press to finish the procedure.
   The display shows your phone number.

5.2 Logging off

To log off, do the following:

1. Press #11# and press .
   Wait for the call timer to start in the display.
2. Press to finish the procedure.

6 Incoming Calls

A flashing indicator, accompanied by a ring signal and a vibrating handset, indicates an incoming call. The ring type can tell if the call is an internal, external or callback call. Both ring signal and vibrator can be disabled. The calling party's number, name, or both, is displayed. The name of the caller will be shown if the calling party's phone number is stored in any of the phonebooks. When a headset is connected to the handset, the answering button on the headset can be used to answer the call.

The 25 last received phone numbers are stored in the call list, together with the latest dialled and missed phone numbers, see Section 7.1.

6.1 Answering Calls

When receiving a call, do the following to answer:

6. Press .

   OR

7. Press to answer in loudspeaking mode (handsfree).
   You are connected to the caller via the loudspeaker.

   OR

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8. Press the answering button on the headset.

Note: Calls can be answered at any time even during programming, or while keying in a number. When the phone is in idle mode, you can change the answering method, see Section 15.6.

Other answering methods; Automatically or Loudspeaking, can be set from the Settings tab, see Section 15. When automatic answering is enabled, an incoming call will be answered automatically after approximately one second.

6.1.1 Call pick-up

To answer a call to a phone in another room:

1. Call the ringing extension and press
   You will hear a busy tone.
2. Press 8.

Note: France and New Zealand press 4; Sweden press 6.

6.1.2 Mute ring signal temporarily

If the phone rings at an inconvenient moment:

1. Press to suppress the ringing.
   All alert signals, including the vibrator, will silence for this specific call.
2. Press to answer the call.

6.1.3 Switch ring signal off

You can set your phone to silent ringing, when your phone is in idle mode:

- Press and hold to switch the ring signal on or off. When switched off, is shown. All alert signals will silence until the ring signal is switched on again. If the vibrator is set to On when silent, it will alert you of new calls, messages and alarms. See Section 15.1.3.

6.1.4 Rejecct a call

If you do not want to take the call, when the phone rings:

- Press to reject the call. The call is disconnected.

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6.1.5 End the call

To end a call:

- Press .The display shows the duration of the call. The total time of the call can also be retrieved from the calls tab

6.2 Parallel Ringing

Parallel ringing makes it possible for an incoming call to ring several phones simultaneously and for the call to be answered on any of the phones. The main advantage of this function is minimizing the risk of losing calls. The function requires all the phones involved to be defined in a parallel ringing list, which must be configured and initiated by your system administrator.

Because only calls to a main extension will be distributed among the phones in the list, this main extension also needs to be defined. A call to a specific extension will not be distributed to other phones in the list, and will only ring that specific extension's phone. Parallel ringing can be temporarily disabled by the phone user using the function Internal Follow-me. For more information on Internal Follow-me, see Section 10.2.

6.2.1 Disabling Parallel Ringing Temporarily

To disable Parallel Ringing temporarily, do the following:

1. Press *21*.
2. Enter the extension number.
3. Press #.

Note: U.K., press *2*, extension number, #.

4. Press .
   Wait for the call timer to start in the display.
5. Press to finish the procedure.

If you want to disable parallel ringing for all phones defined in the list, follow the procedure for disabling the function from the phone with the main extension number and enter the number of the answering position. If you want to disable parallel ringing for one specific phone in the list only, follow the procedure for disabling the function from this phone and enter its extension number.

6.2.2 Restoring Parallel Ringing

To restore parallel ringing, do the following:

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1. Press #21# and .
   Wait for the call timer to start in the display.

Note: U.K., press #2#.

2. Press to finish the procedure.

Note: If you want to restore parallel ringing for all phones defined in the list, follow the procedure for restoring the function from the phone with the main extension number and enter the number of the answering position. If you want to restore parallel ringing for one specific phone in the list only, follow the procedure for restoring the function from this phone and enter its extension number.

7 Outgoing Calls

This section specifies ways of making outgoing calls, how to restrict your number to not be displayed to the person you are calling, and how to call the last external number dialed.

It is also possible to make a call from the contacts tab from the main menu, see Section 8.

7.1 Calling

There are some different ways of initiating a call, described in the following sections. The 25 last received, dialed or missed calls are stored in a call list. The numbers can be either extension numbers or external numbers. External numbers are preceded by the digit(s) for external call access.

To call a number that is not stored in the call list, do the following:

1. Enter the number and press or Call.
   The number is shown on the display while dialing.

2. If needed, press Clear to erase and edit the number.
   Use the navigation key to step and add or delete a digit in the middle of a number.

Note: If you receive a queue tone when the digit(s) to get an external line are dialled (if the feature Least Cost Routing is used in the system), keep waiting. Once a line becomes free you will receive a dial tone. If a warning tone is heard, the selected line is marked Expensive.

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7.1.1 Dialing a Number from the Call List

The 25 last received, dialed and missed phone numbers are stored in the call list. If Clock and Date function is set, it is possible to see the time for the calls made or received that day. The following day, the time stamp is changed to a date stamp. For more information on time and date settings, see Section 15.3.

To dial a number stored in the call list, do the following:

1. Press .
   The call list is opened.

2. Step with the navigation keys in the call list and select a number to dial. If a number occurs more than once, the last time stamp, together with the total number of occurrences, is shown.

3. Press or Call.
   The number can be edited before the call is started, to do this:

   a. Press More.

   b. Select Edit number, and press Select.

   c. Change the number and press or Call.

7.1.1.1 Delete a number from the Call list

To delete a number from the call list, when your phone is in idle mode, do the following:

1. Press Menu, select Calls, and press Select.

2. Select Call list, and press Select.

3. Select a number and press More.

4. Select Delete, and press Select to remove the selected number.
   Select Delete all, and press Select to remove all numbers in the call list.

5. Press Yes to confirm.
   The name and number are deleted.

7.1.2 Dialing from Contacts

See Section 8 for instructions on how to make a call to one of your contacts or to a contact in the company or central phonebook.

7.2 Loudspeaking (Handsfree)

While waiting for a connection, dial tone or during the call:

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1. Press .
2. You are connected to the call via the loudspeaker and microphone.

7.3 End the call

To end a call, do the following:

- Press .

The display shows the duration of the call. The total time of the call can also be retrieved from the Calls menu.

7.4 Number Presentation Restriction

Note: This function can be blocked for use on your extension (this is programmed by your system administrator).

The Number Presentation Restriction is only valid for the ongoing call, that is, the procedure has to be repeated the next time you want to use it.

If you do not want your name and number to be displayed to the person you are calling, do the following:

1. Press *42# and press .
   Wait for a dial tone.
2. Dial the number.
   Instead of your name and number, the display on the called phone shows Anonymous.

7.5 Last External Number Re-dial

When initiating an external call, the system automatically stores the number dialed, whether the call was successful or unsuccessful.

To re-dial the last external number dialed:

- Press *** and .

Note: Finland and Sweden, press **0.

7.6 When You Receive a Busy Tone

If you call an extension and receive a busy tone, get no answer, or if all external lines are busy, you can use any of the following methods:

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- Callback
- Activate Call Waiting
- Intrusion on a busy extension

Note: These functions need to be programmed via the WinPDM or CPDM. Please contact your system administrator.

7.6.1 Callback

During an outbound call, the soft key More is displayed, leading to the In call menu.

To initiate callback, when a called extension is busy or there is no answer, do the following:

1. Press More.
2. Select Callback, and press Select.
3. Press , and wait until the phone alerts.
   You are called back (recall ring signal) when the ongoing call is finished or the next time a new call is finished. You have to answer within eight seconds, otherwise the callback service is cancelled. While waiting for callback, you can make and receive calls as usual.
4. Press to answer when you are called back.
   The system calls the extension.

Note: If Callback is not programmed and shown in when pressing More, you can press 6 to initiate callback. France, New Zealand and Sweden, press 5.

Note: Callbacks can be activated on several extensions at the same time.

If all external lines are busy when is pressed after dialing the external number, do the following:

1. Press 6#.

Note: France, New Zealand and Sweden, press 5#.

2. Press to finish the procedure.
   When an external line becomes free you will be called back (recall ring signal).

You have to answer within eight seconds, otherwise the Callback service is cancelled. While waiting for the Callback, you can make and receive calls as usual.

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3. Press .
   The system calls the external number.

Note: Only one callback can be activated on a busy external line.

7.6.2 Cancel any single Callback

To cancel a callback, do the following:

1. Press #37* and enter the extension number. (To cancel a single callback on a specific external line, dial the digit or digits to get a line instead of the extension number.)

Note: North America press #6*.

2. Press # and .
   Wait for the call timer to start in the display.

3. Press to finish the procedure.

7.6.3 Cancel all Callbacks

To cancel all callbacks, do the following:

1. Press #37#.

Note: North America press #6#.

2. Press .
   Wait for the call timer to start in the display.

3. Press to finish the procedure.

7.6.4 Activate Call Waiting

If you urgently wish to contact a busy extension or an external line, you can notify by a call waiting signal.

Note: Call waiting might be blocked for use on your extension (programmed by your system administrator). If call waiting is not allowed, you will continue to receive a busy tone.

To activate call waiting, do the following:

1. Press More, select Call Waiting.

2. Press Select.
   The other part will hear a call waiting signal.

3. Close the menu but keep the phone off hook.

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4. When the called extension or the external line becomes free, it will be called automatically.

Note: If Call Waiting is not programmed and shown when pressing More, you can press 5 to activate. France and New Zealand, press 6; Sweden, press 4.

7.6.5 Intrusion on a busy extension

Note: The warning tone might be disabled for your system, and the Intrusion function might be blocked for use on your extension (programmed by your system administrator). If Intrusion is not allowed, you will continue to receive a busy tone.

To intrude on a busy extension, do the following:

1. Press 4.

   Note: France, New Zealand and Sweden, press 8.

2. Before the intrusion is executed, a warning tone is sent to the parties in the ongoing call. A three party call is established and a warning tone is heard.

7.7 Bypass

If Bypass is allowed from your extension, what can be bypassed on a specific extension is the following:

- Activated Diversion
- Activated Follow-me
- Activated Absence Information

To bypass, do the following:

1. Press *60* and enter the extension number.

   Note: North America, press *1*

2. Press # and .

7.8 Speed Dialing

By using common speed dialing numbers, it is possible to make calls simply by pressing a few keys. The common Speed Dialing numbers consists of 1-5 digits and are stored in the exchange (by the system administrator).

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1. Dial the common Speed Dialing number. Please refer to your phone directory.

2. Press to make the call.

7.9 Authority

There are two types of authorization codes, common and individual, presented in the following sections.

7.9.1 Authorization Code, common

If you are assigned to use a common Authorization Code (1 to 7 digits) you can temporarily change any used phone within the exchange to the authority level connected to this code. You can use the code for one call only or you can open the phone for some calls and lock it when leaving the phone.

For a single call, do the following:

1. Press *72*.

   Note: Germany, The Netherlands, and Sweden, press *75*. North America, press *6*

2. Enter Authorization Code and press # and .
   Wait for a verification tone.

3. Dial the digit(s) to get an external line.

4. Dial the external number.

To open an extension for some calls, do the following:

1. Press #73*.

   Note: North America, press #71*

2. Enter Authorization Code and press # and .
   Wait for a verification tone.

3. Press to finish the procedure.

To lock an extension, do the following:

1. Press *73*.

   Note: North America, press *71*

2. Enter Authorization Code and press # and .
   Wait for a verification tone.

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3. Press to finish the procedure.

7.9.2 Individual authorization code

If you are assigned to an individual Authorization Code (1 to 7 digits, assigned to your own extension) you can lock your own extension to a common authority level, for example when out of the office. You can also temporarily change any other used phone within the exchange to the same authority level as you have on your own phone. The individual code can be changed from your own extension.

To lock your phone, do the following:

1. Press *76*.
2. Enter Authorization Code and press # and .
   Wait for a verification tone.
3. Press to finish the procedure.

To make calls with your authority level when your phone is locked, do the following:

1. Press *75*.

   Note: Germany, The Netherlands, and Sweden, press *72*.
2. Enter Authorization Code and press # and .
   Wait for a verification tone.
3. Dial the digit or digits to get an external line and the external number.

To open your phone, do the following:

1. Press #76*.
2. Enter Authorization Code and press # and .
3. Press t to finish the procedure.

To assign your own authority level to another phone, do the following:

1. Press *75*.

   Note: Germany, The Netherlands, and Sweden, press *72*.
2. Enter Authorization Code and press *.
3. Dial your own extension number and press # and .
   Wait for a verification tone.

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4. Dial the digit or digits to get an external line and the external number.

To change your individual Authorization Code, do the following:

1. Press *74*.
2. Enter old Authorization Code and press *.
3. Enter new Authorization Code and press # and .
4. Press to finish the procedure.

8 Contacts

The phone is equipped with the following phonebooks:

Local phonebook — In this phonebook, up to 250 entries (that is, names and numbers) can be added, deleted and edited by the user. The phonebook lists all names in alphabetical order, where three numbers can be added for each contact; work number, mobile number, and other number. Maximum name and number length: 48 characters in name and 24 digits in a number.

Company phonebook — The company phonebook with up to 500 entries can be downloaded to the phone. The names and numbers in this phonebook cannot be edited or deleted by the user. The phonebook lists all names in alphabetical order. The names from the local phonebook and the company phonebook appear in the same list, but the company names are indicated by in front of the name. Maximum name and number length: 24 characters in name and 24 digits in a number (1 number per name).

Central phonebook — When accessing the central phonebook, the user sends a request to a messaging server with the first characters entered, and the messaging server returns a list of names that matches the search. Maximum name and number length: 40 characters in name and 20 digits in number.

8.1 Dialing one of your Contacts

To dial one of your contacts, do the following:

1. Press Menu, select Contacts and press Select.

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2. Select Call contact, and press Select.
   A name list is shown.

3. Select the a contact from the list, or search a name or number by enter characters in the Search field.

4. Press or Call.

8.2 Dialing a Contact from Company Phonebook

To dial a contact from the company phonebook, do the following:

1. Press Menu, select Contacts, and press Select.

2. Select Call contact, and press Select.
   The local and company phonebook appear in the same list, but names from the company phonebook are indicated by in front of the name.

3. Select a contact from the list, or search a name or number by entering characters in the Search field, and press Call.

8.3 Dialing a Contact from the Central Phonebook (Optional)

In the central phonebook, it is possible to search by name, number, or the last result.

When the search is finished, it is possible to view contact information, add the number to a new contact, and to call the number.

8.3.1 Search by Number

To search for a contact in the central phonebook by a number, do the following:

1. Press Menu, select Contacts, and press Select.

2. Select Central phonebook, and press Select.

3. Select Search by number, and press Select.

4. Enter the first digit in the number and press Search.
   A message box Searching is displayed.

5. Mark the number to call from the result list and press Call or to make the call.

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8.3.2 Search by Name

To search for a contact by name in the central phonebook, do the following:

1. Press Menu, select Contacts, and press Select.
2. Select Central phonebook, and press Select.
3. Select Search by name, and press Select.
4. Enter the first or last name and press Search.
   A message box saying Searching is displayed.
5. Press Call or .

8.3.3 Add a Contact from the Central Phonebook Search

When the search result is received, it is possible to add the name and number as a contact. Do the following:

1. Press More.
2. Select Add to cont. and press Select.
3. Press Save.

8.3.4 View last Search Result

To view the last search result:

1. Press Menu, select Contacts, and press Select.
2. Select Central phonebook, and press Select.
3. Select Last Result, and press Select.

8.4 Add a Name and a Number

To add a name and a number to the phonebook, do the following:

1. Press Menu and select Contacts.
2. Mark Add contact and press Select.
3. Mark New or From call list and press Select.

   If New is chosen:

   a. Press Add, enter the name, and press OK.

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b. Mark Name, Work number, Mobile number, or Other number, and press Add.

c. Enter number and press OK.

d. Press Save.

If From call list is chosen:

a. Navigate to the desired number in the call list and press Add.

b. Mark Work number, Mobile number or Other number, and press Select.

c. Mark Name and press Add.

d. Enter the name of the contact and press OK to save the entry.

e. Press Save.

8.5 Change a Name and a Number

To edit a name or number in your list of contacts, do the following:

1. Press Menu and select Contacts, and press Select.
2. Select Edit contact and press Select.

The names in the contact list are shown in alphabetical order. To search in the list, enter the first character(s) in the name, or step with the navigation key.

3. Select the contact to change, and press Edit.
4. Select what to edit for this contact (Name, Work number, Mobile number or Other number) and press Edit again.
5. Make the changes, and press OK.
6. Press Save to save the changes.

8.6 Delete a Name and a Number

To delete a name and a number from your contacts, do the following:

1. Press Menu and select Contacts, and press Select.
2. Select Delete contact and press Select.

The names in the contact list are shown in alphabetical order.

- Navigate with the navigation key to the desired name or number.

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OR

- Enter the first character(s) in the name and press Search.

3. Press Delete and select Yes to delete the entry.

8.7 Write Text and Numbers

This section explains how to write text and numbers, useful when adding a new entry in the phonebook.

For example, to add Smith in the phonebook, do the following:

1. Press 7777 for S.
   The marked character is selected after a time out or when another key is pressed.
2. Press 6 for m.
3. Press 444 for i.
4. Press 8 for t.
5. Press 44 for h.
6. Press OK when the name is complete.

While entering a name or a number, use the following keys for control and navigation:

- Press left or right to move the cursor within the chosen row .
- Press to switch between upper and lower case (in text input mode).
- Press 0 to enter a space.
- Press Clear to correct a wrong entry.

Note: In number input mode, if a pause is required in the number, it is added by making a long press on . The pause is indicated with P in the number. In number input mode, enter + for international calls by pressing 0 twice.

8.7.1 Special characters

Use the keypad to enter letters and characters. Press a key once for the first letter or character, twice for the second, three times for the third, and so on. The most common letters are printed above each key on the phone. All the available letters and characters are shown in Figure 9.

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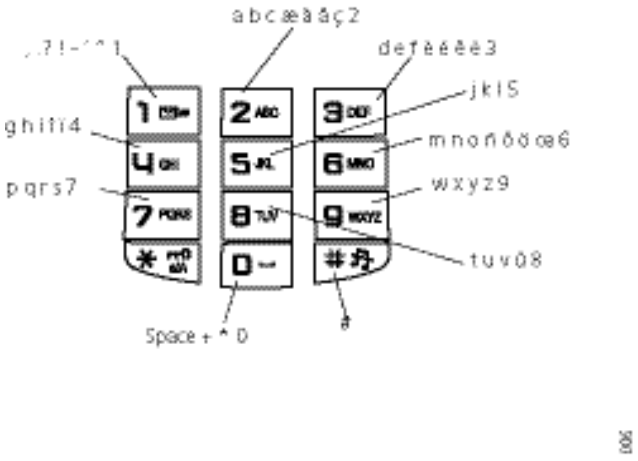

Figure 9 Available characters

Note: Depending on the selected menu language, other characters can be available. This means that the character order can differ from the figure above.

9 During Calls

What can be done during a call is described in this section, for example volume control, muting the microphone, and functions such as call forwarding, call waiting, and conference.

9.1 Volume Control

Adjust the speech volume with the up and down arrows on . The phone stores and keeps the new volume level.

9.2 Loudspeaking (Handsfree)

To activate loudspeaking during a call, do the following:

- Press .

You are connected to the caller via the loudspeaker and microphone and is shown in the display.

9.3 Mute Microphone

To mute the microphone during an ongoing conversation, do the following:

1. Press More, select Microphone on/off, and press Select.

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2. is displayed.
   This means that the other part in an ongoing call with you will not here you.

To switch the microphone back on, do the following:

1. Press More, select Microphone on, and press Select.

It is also possible to switch on and off the microphone during a call by pressing and holding #.

Note: It is advised to use this feature instead of putting a call on hold. A call on hold can be diverted to your operator, directly or after some time.

9.4 Open Contacts During Call

It is possible to open Contacts, and to search for a contact in the local, company and central phonebook during a call.

Do the following:

1. Press More.
2. Select Contacts, and press Select.

a. Select Call contact and press Select to select a contact in the local or company phonebook.

OR

b. Select Central Phonebook and press Select to search for a contact in the central phonebook.

Note: It is only possible to search for, view and edit a contact when following the above procedure during a call. For information on how to initiate a call to another contact during an ongoing call, see Section 9.5.

9.5 Inquiry

An inquiry is made when having an ongoing conversation and wanting to make an inquiry to an internal or external party.

Note: This feature needs to be configured in the WinPDM or CPDM. Please contact your system administrator.

To make an inquiry, do the following:

1. Press More during the call.
2. Select New call and press Select.

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3. Do one of the following:

   - Enter the third party's phone number and press .

OR

   - Press the soft key, select a contact, press Select, and then press Call.

Note: It is only possible to select a contact from the local and company phonebook, but not from the central phonebook, when making an inquiry.

When the third party answers, it is possible to switch between the calls (refer back), transfer the call, create a conference, and end one of the calls.

Note: If New call does not show when pressing More, it is possible to press R and dial the third party to initiate the inquiry.

9.5.1 End Inquiry Call

When wanting to end the inquiry call, do the following:

1. Press More during the call.
2. Select End call and press Select.
   The third party is disconnected, and you are connected to the first party.

Note: If End call is not shown when pressing More, press R to return to the first party.

9.5.2 Refer back

When having made an inquiry to another party, and wanting to switch between the calls, do the following:

1. Press More, select Switch and press Select.

Note: If Switch does not show when pressing More, press 2 (for Sweden press R) to refer back.

9.6 Transfer

Note: This feature needs to be configured in the WinPDM or CPDM. Please contact your system administrator.

To transfer an ongoing call to another extension, do the following:

1. Press More, select New call and press Select.

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2. Dial the third party and press .

You can dial the number, or use the phonebook or the call list to make the call.

3. Press More, select Transfer, and press Select.
   The ongoing call is transferred.

Note: If Transfer does not show when pressing More, you can also do the following to transfer a call:

Press R, dial the third party, and press before or after the third party answers.

9.7 Blind Transfer

Note: This feature needs to be configured in the WinPDM or CPDM. Please contact your system administrator.

To transfer a call to a number that can not be retrieved, do the following:

1. Press More , select Transf. to new and press Select.

2. Dial the third party, and press .

Note: If Transf. to new does not show when pressing More, you can also do the following to transfer a call:

Press R, dial the third party, and press before the third party answers.

9.8 Put a Call on Hold

An ongoing call can temporarily be put on hold. Calls put on hold can be resumed to your own or on another phone. To put a call on hold, do the following:

1. Press R.
   Wait for dial tone.

9.8.1 Resume a Call

To resume the call, do the following:

1. Press within 30 seconds.

If not resumed within 30 seconds you will be called back. An unanswered external call will be rerouted to the operator after another 30 seconds.

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9.8.2 Resume on Another Extension

To resume the call on another extension:

1. Call the extension where the call was put on hold and press .
2. Press 8.

Note: France and New Zealand, press 4; Sweden, press 6.

9.9 Call Waiting

Note: The call waiting function might be blocked for use on your extension. This needs to be configured in the WinPDM or CPDM by your system administrator.

If you hear the call waiting tone during an ongoing conversation, another person is trying to contact you. To answer the call, do any of the following:

Put the ongoing call on hold and answer the waiting call

1. Press R .

   The ongoing call is put on hold and you are connected to the waiting call.

Note: R is default for this function. If this soft key is reprogrammed to something other than R, this function is disabled.

2. Press to finish the call.
   Wait for the system to recall the first party.

Terminate the ongoing call and answer the waiting call

1. Press to finish the ongoing call.
   The waiting call is signalled on your phone.
2. Press to answer the new call.

9.10 Conference

With the conference function, up to seven parties can be included in a conference. Only the conference leader (that is, the person initiating the conference) can admit participants. During the conference a tone will be heard every 15 seconds. A tone burst is heard each time a participant enters or leaves the conference. When the conference leader leaves the conference, the conference will continue with the other included parties. The conversation is changed back to a normal two party connection when there is only two parties left.

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Note: This feature needs to be configured in the WinPDM or CPDM by your system administrator.

When having an ongoing conversation and wanting to establish a phone conference, do the following:

1. Press More, mark New Call, and press Select.
   This will put the first call on hold.

2. Dial the number, and press .

   When the third party has answered, continue with the following to establish a conference:

3. Press More, mark Conference and press Select.

4. Repeat the procedure to add more conference members.

Note: If Conference does not show when pressing More, you can also do the following to establish a conference:

Press R, dial the number to include, and press 3.

9.11 Dialing During a Connected Call

When calling interactive teleservices, for example phone banks, you need to use Dual Tone Multi Frequency (DTMF) signals. If the phone exchange is not already programmed to automatically convert entered digits into DTMF signals, this function needs to be activated during the call.

To dial digits during a connected call, do the following:

1. Press 9

2. Dial the required digits.
   Entered digits are transferred as DTMF signals.

Note: In Finland, press 1 and dial the required digits.

OR

1. Press More, select DTMF and press Select.

2. Dial the required digits.
   Entered digits are transferred as DTMF signals.

10 Call Forwarding

There are some different ways of forwarding calls. These are described in the following sections.

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10.1 Diversion from Call Services Menu

All calls to your extension can be diverted to an internal or external answering position of your choice. All calls, that is, calls when busy or calls at no answer, can be diverted to other phone numbers.

Note: This feature needs to be programmed in the WinPDM or CPDM. Please contact your system administrator.

To divert calls to another phone number, do the following:

1. Press Menu, mark Calls, and press Select.
2. Step to Call services, and press Select.
3. Select Divert calls and press Select.
4. Select Internal or External, and press Select.
5. Select Activate and press Select.
6. Enter the number to divert your calls to and press OK.
   Wait for the call timer to start in the display.
7. Press to finish the procedure.

Also see Section 10.2 and Section 10.3. Another related function is In charger mode, see Section 15.8.2

10.1.1 Cancel Diversion

To stop diversion, do the following:

1. Press Menu, select Calls, and press Select.
2. Step to Call services, and press Select.
3. Select Divert calls and press Select.
4. Select Internal or External, and press Select.
5. Select Deactivate.
   Wait for the call timer to start in the display.
6. Press to finish the procedure.

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10.2 Internal Follow-me

All calls to your extension are diverted to an extension of your choice (within the private network). During Follow-me, the display shows a > after your number. On the next row, the answering position number is shown. A special dial tone will be heard. Your phone can still be used for outgoing calls. Also see Section 10.1 and Section 15.8.2.

10.2.1 Order

To order internal follow-me, do the following:

1. Press *21* and enter the answering position number.

   Note: U.K., press *2*.

2. Press # and .
   Wait for the call timer to start in the display.

3. Press to finish the procedure.

10.2.2 Cancel

To cancel Internal follow-me, do the following:

1. Press #21# and press .
   Wait for the call timer to start in the display.

   Note: U.K., press #2#.

2. Press to finish the procedure.

10.3 External Follow-me

If external follow-me is allowed, calls to your extension can be diverted to an external number of your choice. During follow-me, the display shows a> after your number. A special dial tone will be heard. The phone can still be used for outgoing calls. Also see Sextion 10.1 and Section 15.8.2.

10.3.1 Order

To order external follow-me, do the following:

1. Press *22#.

   Note: North America, press *23#.

2. Dial the digit or digits to get a line and enter the external number.

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3. Press # and .
   Wait for the call timer to start in the display.

4. Press to finish the procedure.

10.3.2 Cancel

To cancel external follow-me, do the following:

1. Press #22#.

   Note: North America, press #23#.

2. Press .
   Wait for the call timer to start in the display.

3. Press to finish the procedure.

10.4 Personal Number

With this feature you can be reached on your office phone number even if when out of the office. Depending on the functionality of your office exchange, you can have either one individual single search profile (standard) or choose between five individual search profiles (optional). A search profile can be designed to fit the situation, for example in the office, traveling, at home, and so on. Both internal or external phone numbers can be used in a profile.

Your search profile is programmed or modified by your system administrator, see Section 10.4.5. When the personal number feature is activated, incoming calls are transferred to your selected phones or backup services in the selected order. If an answering position in the profile is busy, the call can be transferred to another predefined position in the profile, for example to a colleaguee.

The profile can be handled from your own office phone. How to do this is described in the following sections (an operator can also assist you). It is also possible to use any of the Personal Assistant applications, if available. Contact your system administrator for more information. When out of the office, the feature Direct Inward System Access (DISA) can be used, if available in your system. How to use DISA is described in Section 10.4.3 and Section 10.4.4.

10.4.1 Activating or Changing to Another Profile from Your Office Phone

To activate or change to another profile from your office phone, do the following:

1. Press *10*.

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2. Press the search profile digit (1-5).

3. Press # and .
   Wait for the call timer to start in the display.

4. Press to finish the procedure.

Note: When another party is included in the activated profile, a colleague or an operator for example, always remember to inform about your absence.

10.4.2 Cancelling from Your Office Phone

To cancel the personal number feature from your phone, do the following:

1. Press #10#.

2. Press . Wait for the call timer to start in the display.

3. Press to finish the procedure.

10.4.3 Activating or Changing to Another Profile from an External Phone

To be able to use this function, the external phone must be of push button type and provided with the following keys # and *, or a mobile phone adapted for dial tone pulses (DTMF).

To from an external phone, do the following:

1. Call the DISA function at your office.
   Wait for dial tone.

2. Press *75*.

   Note: Germany, The Netherlands, and Sweden, press *72*.

3. Enter the Authorization Code and press *.

4. Dial your own extension number and press #.
   Wait for dial tone.

5. Press *10*.

6. Dial your own extension number and press *.

7. Press the search profile digit, (1-5).

8. Press # and press .

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Note: When another party is included in the activated profile, for example a colleague or an operator, always remember to inform about your absence.

10.4.4 Cancelling from External Phone

The external phone must be of push button type, provided with the following keys; # and *, or a mobile phone adapted for dial tone pulses (DTMF).

To cancel the diversion from an external phone, do the following:

1. Call the DISA function at your office.
   Wait for dial tone.
2. Press *75*.

   Note: Germany, The Netherlands, and Sweden, press *72*.
3. Dial the Authorization Code and press *.
4. Dial your own extension number and press #.
5. Press #10*.
6. Dial your own extension number and press #.
7. Replace the handset.

10.4.5 Designing and Ordering Search Profiles

The search profiles are installed or changed by your system administrator. To set up your profiles, copy the setting forms below (Table 7, Table 8, Table 9, Table 10 and Table 11), fill in your new or changed profiles and hand it to your system administrator.

Note: If a profile handling application is connected to your system, profiles can be edited via the Intranet. See separate instructions for the application.

When designing search profiles, the following is important:

- Avoid ring times longer than 45 seconds for your profiles. Usually the caller hangs up after 3–6 ring signals. If you need a longer ring time, the maximum time is 60 sec.
- Consider the time you need to react and answer on each answering position in your profile. You might need up to 15 seconds to react and answer a call on a desk or cordless phone and 20–25 seconds for a mobile phone.

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- If an answering machine, a fax or other answering device is used as an early answering position, it might interrupt the searching. Disconnect the answering device, or design the ring times so they do not affect the searching.

- If your system admits just one single personal profile, design the profile only with your 2–3 most frequently used positions. If you add more numbers, there is a risk that the caller hangs up before a latter position is called.

- If your system admits 1–5 personal profiles, design the different profiles to fit your most frequently used positions. Make sure you use as few answering positions as possible for each profile. Profile examples: In office, At home, Traveling, Absent/not reachable.

Two examples of how to fill in setting forms for search profiles are described in Table 5 and in Table 6.

Table Table 5 Profile 1 –In office

Search order	Type of phone or Answering position	Phone number	Ring time (seconds)
1	Desk	1234	10
2	Cordless	5234	15

Table 6 Profile 2 –At home

Search order	Type of phone or Answering position	Phone number	Ring time (seconds)
1	External	222222	20
2	Mobile	0706666666	20

10.5 Setting form for search profiles

Fill in your:

- Name: _____
- Department: _____
- Phone Number: _____
- Account: _____

Table 7 Profile 1 – _____

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Search order	Type of phone or Answering position [1)]	Phone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

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Table 8 Profile 2 – _____

Search order	Type of phone or Answering position [1)]	Phone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

Table 9 Profile 3 – _____

Search order	Type of phone or Answering position [1)]	Phone number	Ring time (seconds)
1			
2			
3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

Table 10 Profile 4 – _____

Search order	Type of phone or Answering position [1)]	Phone number	Ring time (seconds)
1			
2			
3			

Table 11 *Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.*

Table 11 Profile 5 – _____

Search order	Type of phone or Answering position [1)]	Phone number	Ring time (seconds)
1			
2			

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3			

(1) Can be, for example, Desk, Cordless, Mobile, External, Voice Mail, Operator, and so on.

11 Messages

When receiving a message, the indicator starts flashing, accompanied by a message tone or beep or vibrating alert. If a message is received during a call, a beep notifies the user. The voice mail icon together with a popup message are shown in the display. The icon will remain in the display until all new messages are opened.

There are two types of messages:

- Manual Message Waiting (MMW), see Section 11.1.
- Voice Mail, see Section 11.2.

11.1 Manual Message Waiting (MMW)

If a called extension does not answer it is possible to initiate a message waiting indication on that extension (if this function is allowed). If there is a message waiting, you will hear a special dial tone, and you will see a dialog window in the display.

11.1.1 Answering Manual Message Waiting

To answer a manual message waiting:

1. Press Calll from the popup message.
   A call is initiated to the extension that requested the MMW.

11.1.2 Order Manual Message Waiting to Another Extension

1. To order manual message waiting to another extension, when in idle mode, do the following:
2. Press *31* and enter the extension number.
3. Press # and .
   Wait for the call timer to start in the display.
4. Press to finish the procedure.
   The message is sent to the called extension.

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11.1.3 Cancel Manual Message Waiting to Another Extension

To cancel manual message waiting, do the following:

1. Press #31* and enter the extension number.

   Note: North America, press #56*.

2. Press # and .
   Wait for the call timer to start in the display.

3. Press to finish the procedure.

11.2 Voice Mail (optional)

The voice mail application allows you to leave a voice message to the caller when you are unable to answer calls, for example when out of office, in a meeting, and so on. The caller can leave a message in your mailbox, and when back in your office you can enter your mailbox and listen to received messages. You can choose to divert all incoming calls, or calls when no answer or incoming calls when phone is busy, to your mailbox.

If using the personal number feature, it is recommended to program voice mail as the last answering position for all search profiles.

When you enter your mailbox, you will hear recorded instructions on how to handle listening, recording, storing and deleting messages, and how to change your security code.

A new voice mail is indicated by in the status bar and a popup message. The icon is displayed in idle mode until the voice mail message has been deleted.

Note: How to handle your mailbox depends on the type of voice mail application. Contact your system administrator for more information and see separate instructions for the application.

11.2.1 Activation and Deactivation

For instructions on activation and deactivation, see Section 12.1. Use the number to the voice mail system as the number to divert to.

11.2.2 Listen to Voice Mail

Note: This function is configured in the WinPDM or CPDM. Please contact your system administrator.

A new voice mail is indicated by a popup message, a sound, and an icon in the idle screen.

To check your voice mails, do the following:

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- Press Call from the popup message.

OR

- Press and hold 1, when in idle mode.
  In case the following message pops up: Voice mail number not defined, the voice mail number needs to be configured to the voice mail button. Contact your system administrator.

12 Absence Information (Optional)

Absence information is used to inform callers why you are absent and when you return. If you are authorized, and when your own extension is the answering position for another extension, you can also enter absence information for that extension. A special dial tone will be heard. During absence information, your phone can still be used for outgoing calls.

Note: The absence handling function is reached from the Calls tab (Call services) and requires that the corresponding code has been downloaded to your phone with WinPDM or CPDM. Please contact your system administrator.

12.1 Order

To order absence information, do the following:

1. Press Menu, select Calls, and press Select.
2. Select Call services, and press Select.
3. Select Absence and press Select.
   The available absence reasons are displayed.
4. Select an absence reason, and press Select.
   If requested, enter date (MMDD) or time (HHMM), and press OK.
5. The phone calls up the system, wait for the call timer to start in the display, and press to finish the procedure.
   The display now shows the selected reason, and the time or date of return.

   Note: You can also use the following procedure to order: Press *23* (North America, press *24*), enter the absence code (0-9), if requested enter time or date of return preceded by *, and press # followed by and .

   The absence codes are system dependent. Contact your system administrator regarding the available absence codes.

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12.2 Cancel

To cancel absence information, do the following:

1. Press Menu, select Calls, and press Select.
2. Select Call services, and press Select.
3. Select Absence and press Select.
4. Select Deactivate and press Select.
   The phone calls up the system. Wait for the call timer to start in the display.
5. Press to finish the procedure.
   The programmed information is erased.

   Note: You can also use the following procedure to cancel absence information: Press #23# (North America, press #24#) and press and .

12.3 Order for Another Extension

Note: It is only possible to order absence information for another extension if you are authorized to do this, and if your own extension is the answering position of the other extension.

To order absence information for another extension, do the following:

1. Press *230*.
2. Dial the extension number and press *.
3. Enter the absence code (0-9).
4. Press * and enter the date or time for when the other person will return.
5. Press # and .
   Wait for the call timer to start in the display.
6. Press to finish the procedure.
   The display on the other person's extension shows the reason, and if entered, time or date of return.

12.4 Cancel for Another Extension

To cancel absence information for another extension, do the following:

1. Press #230*.

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2. Dial the extension number, press # and .
   Wait for the call timer to start in the display.

   Note: If the special dial tone is received, the Authorization Code for the other extension is required. Add the code and press # before pressing .

3. Press to finish the procedure.

13 Group Features

The group features available for this cordless phone are presented in the following sections.

13.1 Group Call-pick-up

People working in a team can have their phones programmed by the system administrator to form Call-pick-up groups. In a call-pick-up group, any member can answer any individual call to group members. To enable this function, do the following:

• Press *8# and press to answer.

Note: Finland and Sweden, press *0#; North America, press *59#.

Note: One call-pick-up group can serve as an alternative to another group. Calls to the alternative group can only be answered when there are no calls to your own group.

13.2 Common Bell Group

Calls are signalled on a common bell. To answer, do the following:

• Press *8# and press .

Note: Finland and Sweden, press *0#; North America, press *59#..

13.3 Group Hunting

An internal group hunting number is a common directory number for a group of extensions. Calls to the group will be indicated at a free extension in the group. When you leave the group temporarily, you make your phone unavailable for incoming calls.

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13.3.1 Leaving the Group Temporarily

To leave the group temporarily, do the following:

1. Press *21* and enter your own extension number.

   Note: U.K., press *2* and then extension number.

2. Press # and .
   Wait for the call timer to start in the display.

3. Press to finish the procedure.

13.3.2 Reentering the Group

To reenter the hunting group, do the following:

1. Press #21# and press .
   Wait for the call timer to start in the display.

   Note: U.K., press #2#.

2. Press to finish the procedure.

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14 Other Useful Features

In this section, other useful features with the cordless phone and MX-ONE are presented.

14.1 Account Code

The Account Code function is used to charge a call to an account number or to prevent unauthorized calls from your phone. The Account Code can have 1 to15 digits.

To enable this function, do the following:

1. Press *61*.

Note: Finland and Norway, press *71*.

2. Dial the account code, press # and .

Wait for dial tone.

3. Dial the digit or digits to get an external line and the external number.

14.1.1 Ongoing External Call

When the Account Code function is used to charge a call it is also possible to connect an ongoing external call to an Account Code.

During the call, do the following:

1. Press R to put the ongoing call on hold.
   Wait for dial tone.

   Note: Soft key R is default. If this soft key is reprogrammed to something else, this function will disappear.

2. Press *61*.

   Note: Finland and Norway, press *71*.

3. Enter Account Code and press #.
   Wait for dial tone.

4. Press R.

5. Press to resume the call that was put on hold.

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14.2 General Deactivation

The following features can be simultaneously cancelled:

- Callback (all Callbacks are cancelled).
- Internal and External Follow-me.

14.2.1 Order

To order general deactivation, do the following:

1. Press #001# and press .
   Wait for the call timer to start in the display.

Note: North America, press #0#..

2. Press to finish the procedure.

14.3 Night Service

When the exchange is in Night Service mode, all incoming calls to the operator are transferred to a selected extension or group of extensions. The exchange is equipped with the following three different Night Service modes:

Common Night Service All incoming calls to the operator are transferred to one specific extension. Answer the call in the normal way.

Individual Night Service Selected external calls to the operator are transferred to one specific extension. Answer the call in the normal way.

Universal Night Service All incoming calls to the operator are transferred to a universal signaling device, for example the common bell. Answer the call as described in Section 13.2.

14.4 Emergency Mode

In the event of an emergency, the operator can set the exchange into Emergency mode, during which only pre-programmed extensions are permitted to make calls. If your extension is not assigned with this category and you try to make a call, you will not receive a dial tone.

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14.5 Malicious Call Tracing

If being disturbed by bothersome or malicious external incoming calls, it is possible to request number tracing from the network provider. Tracing can be invoked during or after an ongoing conversation. The external line can be held for a limited period of time.

14.5.1 Order

To order call tracing during an ongoing conversation, do the following:

1. Press R.
   Wait for dial tone.

2. Press *39#.
   The system acknowledges with different tones whether the tracing request was accepted or rejected.

14.6 Direct Inward System Access (DISA)

If you are assigned to use the DISA function, and you are working externally, you can call your office and get access to an external line in order to make business calls. Business call will be charged your office extension number or an account number. You will just be charged for the call to the office. The external phone must be of push button type provided with the keys # and *, or a mobile phone adapted for dial tone pulses (DTMF).

After a completed DISA call you must hang up before a new DISA call can be made. Depending on the type of authorization codes and account codes, different procedures are used. These are presented in the following sections.

14.6.1 Common Authorization Code

When using a common authorization code, do the following:

1. Call the DISA function at your office.
   Wait for dial tone.

2. Press *72*.

Note: Germany, The Netherlands, and Sweden, press *75*; North America, press *6*

3. Dial the Authorization Code and press #.
   Wait for dial tone.

4. Dial the external number.

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14.6.2 With Individual Authorization Code

When using an individual authorization code, do the following:

1. Call the DISA function at your office.
   Wait for dial tone.
2. Press *75*.

   Note: Germany, The Netherlands, and Sweden, press *75*; North America, press *6*
3. Dial the Authorization Code and press *.
4. Dial your own extension number and press #.
   Wait for dial tone.
5. Dial the external number.

15 Settings

From the Settings tab in the main menu, it is possible to change for example sound and alert settings, display settings, and time and date settings.

15.1 Sound and Alert

Sound and alert settings include: volume, ring signals, vibrating alert, and key sound.

15.1.1 Adjusting Ringer Volume

To adjust ringer volume, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Sound & Alerts, and press Select.
3. Select Volume, and press Select.
4. Step with ► to increase the volume and ◄ to decrease it.
5. Press OK to save the settings.

15.1.2 Different Ring Signals for Internal Call, External Call and Call Back

To set different ring signals for different calls, do the following:

1. Press Menu, select Settings and press Select.

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2. Select Sound & Alerts, and press Select.

3. Select Ring Signals, and press Select.
   Different signals for internal calls, external calls and call back can be set.

4. Select Internal call, External call or Callback, and press Select.

5. Select a ring signal, press Select, and press Back to save the setting.

15.1.3 Switching Vibrator On and Off

To switch the vibrator on and off, do the following:

1. Press Menu, select Settings, and press Select.

2. Select Sound & Alerts, and press Select.

3. Select Vibrating alert, and press Select.

4. Choose between On, On when silent (that is, the vibrator is on when the phone is muted), or Off, and press Select.

5. Press Back to save the setting.

15.1.4 Setting the Key Sound

This means that each time a key is used, the phone gives a small sound. To enable this function, do the following:

1. Press Menu, select Settings, and press Select.

2. Mark Sounds & Alerts, and press Select.

3. Mark Key sound, and press Select.

4. Choose between Click, Tone or Silent.
   It is possible to listen to the key sound by pressing Play.

5. Press Select.

6. Press Back to save the setting.

15.1.5 Headset Settings

In order to achieve optimal audio quality with the different headset types, it is recommended to select the corresponding headset profile. The default setting is microphone on a boom, that is, the audio is optimized for using a headset with microphone on a boom. To change the headset profile, do the following:

1. Press Menu, select Settings and press Select.

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2. Select Mic on boom or Mic on cable, and press Select.

If the preconfigured headset profiles do not match the headset in use, or the audio performance is bad, it is possible to configure an own headset profile. This is done in WinPDM or CPDM, please contact your system administrator.

15.2 Display

Display settings concern brightness and screen saver settings.

15.2.1 Contrast

To set contrast, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Display and press Select.
3. Select Contrast, and press Select.
4. Step with ◄ or ►to adjust the contrast.
5. Press OK to save the setting.

15.3 Time and Date

You can set time and date by following the instructions in the following two sections.

15.3.1 Setting Time Format

To set the time, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Time & Date, and press Select.
3. Select Time format, and press Select.
   The actual time is displayed. The formats to select from are the following:
   - 12:00 (AM/PM)
   - 24:00
4. Press Back to save the settings.

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15.3.2 Setting Date Format

To set the date, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Time & Date, and press Select.
3. Select Date format, and press Select.
   The formats to select from are the following:
   - DD/MM/YYYY. (That is, 17/09/2007 (also called Europe)).
   - MM/DD/YYYY. (That is, 09/17/2007 (also called US)).
   - YYYY-MM-DD. (That is, 2007-09-17 (ISO 8601)).
   - MMM DD YYYY. (That is, Sept 17 2007).
   - DD MMM YY. (That is, 17 Sept 07).
   - DD.MM.YYYY. (That is, 17.09.2007).
   - DD-MM-YYYY. (That is, 17-09-2007).
4. Press Back to save the setting.

15.4 Phone Locks

There are two different phone locks:

- Key lock; to prevent keys to be pressed by mistake.
- Phone lock; to protect the phone from unauthorized use.
  When the phone lock function is activated, a PIN code must be entered at power on.

15.4.1 Activating Automatic Key Lock

The keypad can be set to lock 20 seconds after it was last used. When in idle mode a locked keypad is indicated by . To activate the automatic key lock, do the following:

1. Press Menu, select Settings, and press Select.
2. Select Locks and press Select.
3. Select Automatic key lock and press Select.
4. Select On, and press Select.
5. Press Back to save the setting.

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Note: It is possible to answer or reject incoming calls while the keypad is locked. If configured in the WinPDM or CPDM, it is also possible to make an emergency call while the keypad is locked.

15.4.2 Activating Manual Key Lock

It is recommended to always have the automatic lock on, but it is possible to manually lock and unlock the keypad as well. To lock the keypad manually:

1. Press #.
2. Press Lock.
   The 🔒 indicates that the keypad is locked.

Note: It is possible to answer or reject incoming calls while the keypad is locked. If configured in the WinPDM or CPDM, it is also possible to make an emergency call while the keypad is locked.

15.4.2.1 Unlock

To unlock the keypad, do the following:

1. Press #.
2. Press Yes.

15.4.3 Activating Phone Lock

Activating Phone lock will protect the phone from unauthorized use. When this function is activated, the PIN code has to be entered at power on. When activating Phone lock the PIN code that must be entered. The PIN code is by default (0000) but it can be changed to any 4-8 digit code, see Section 15.4.5.

To activate the phone lock, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Locks and press Select.
3. Mark Phone lock and press Select.
4. Mark Auto phone lock and press Select.
5. Mark On, or On in charger, and press Select.
6. Enter PIN code, and press OK.
7. Press Back to save the settings.

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When the phone is locked, ⃠ is shown in the display.

Note: If configured in the WinPDM or CPDM, it is also possible to make an emergency call while the phone is locked.

If PIN code is lost it is possible to configure a new, or to do a factory reset in WinPDM or CPDM, contact your system administrator.

15.4.4 Deactivating Phone Lock

To deactivate the Phone lock function, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Locks and press Select.
3. Mark Phone lock and press Select.
4. Mark Auto phone lock and press Select.
5. Select Off, and press Select.
6. Enter PIN code, press OK.
7. Press Back to save the setting.

15.4.5 Changing PIN Code

To change PIN code, do the following:

1. Press Menu, select Settings, and press Settings.
2. Select Locks and press Select.
3. Select Phone lock and press Select.
4. Select Change PIN code and press Select.
5. Enter old PIN code (default is 0000) and press OK.
6. Enter new PIN code.
7. Confirm the new PIN code and press Save.
   The following message is displayed: New PIN code saved.

15.5 Changing Owner ID

The Owner ID is set to identify the phone. To change the owner ID, do the following:

1. Press Menu, select Settings, and press Select.

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2. Mark Owner ID, and press Select.

3. Enter a name and press Save to save the setting.

15.6 Changing Answering Method

The phone can be set to answer a call automatically when a headset is used, or to answer a call by a press on any key.

You can also change the answering behavior to:

- Use Loudspeaking function directly when is pressed.
- Automatically connect incoming call in Loudspeaker, without pressing any key.

15.6.1 Normal Answering

The answering behavior is by default set to . It can be set to any key by doing the following:

1. Press Menu, select Settings, and press Select.
2. Select Answering, and press Select.
3. Select Answering key, and press Select.
4. Select Any key and press Select.
5. Press Back to save the setting.

15.6.2 Automatic Answer

Note: The automatically answer mode is only relevant when a headset is connected.

To set the phone to answer automatically, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Answering, and press Select.
3. Mark Answer behaviour, and press Select.
4. Mark Automatically and press Change to activate the automatic mode.
5. Press Back to save the setting.
   All incoming calls will be connected automatically when this behavior is selected.

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To remove the setting, press Change.

Note: You can also set the answering behavior to automatically connect incoming call in loudspeaker, see Section 15.6.3.

15.6.3 Loudspeaking (Handsfree)

To use Loudspeaking directly when pressing do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Answering, and press Select.
3. Mark Answer behaviour, and press Select.
4. Mark Loudspeaking and press Change to activate.
5. Press Back to save the setting.

To automatically connect incoming call in Loudspeaker, without pressing any key, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark Answering, and press Select.
3. Mark Answer behaviour, and press Select.
4. Mark Loudspeaking and press Change to activate.
5. Mark Automatically and press Change to activate the automatic mode.
6. Press Back to save the setting.

15.7 Changing the Menu Language

Display messages are available in 11 languages: Brazilian Portuguese, Danish, Dutch, English, Finnish, French, German, Italian, Norwegian, Spanish, and Swedish.

To switch menu language, do the following:

1. Press Menu, select Settings, and press Select.
2. Mark * Language, and press Select.
3. Select one of the languages from the list, and press Select.

Note: The * in * Language is there for you to easily find where to switch languages if the current language used is not one that you know.

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15.8 Connections

Your DT390 cordless phone supports GAP standard. This makes it possible to log on to any GAP compatible system with your phone. Only available systems are displayed.

15.8.1 System

To select a system, do the following:

1. Press Menu, select Connections, and press Select.
2. Select System, and press Select.
3. Select Change system, and press Select.
4. Select Automatically (or a specific system from the list), and press Select.

Note: If the phone is set to Automatically, a system will be selected according to the priority list.

15.8.1.1 Priority

The default order of priority is the order of entered subscriptions. This means that the first subscribed system has the highest priority. This list can be edited by the user. It is possible to set the systems in priority by moving them up or down in the list.

1. Press Menu, select Settings, and press Select.
2. Select Priority, and press Select.
3. Change the priority if needed by marking a system in the list and pressing Up or Down. The priority will be saved when Back is selected.

15.8.1.2 Subscribe to a New System

Your DT390 cordless phone can subscribe to up to eight different cordless systems. To subscribe a new system, you will need the Portable Access Right Key (PARK) and Authentication Code (AC) related to the system you are going to log on to. To retrieve this information, contact your system administrator. To subscribe to a new system, do the following:

1. Press Menu, select Settings, and press Select.
2. Navigate to Systems, and press Select.
3. Select Subscribe, and press Select.
4. Enter the system name.

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5. Press Next.

6. Enter the PARK code.

7. Enter the AC code and press Next.
   Protection on? is displayed.

8. Select Yes, if the new system is to be protected, or No if the new system is not to be protected.

Note: It is not possible to delete a protected subscription.

9. Press OK.
   A searching mode starts.

15.8.1.3 Unsubscribe System

To unsubscribe from a system, do the following:

1. Press Menu, select Settings, and press Select.

2. Select System, and press Select.

3. Select Unsubscribe, and press Select.

4. Select system to unsubscribe.
   A control question whether to unsubscribe or not is asked, press Yes to confirm.

Note: It is not possible to delete a protected subscription with this procedure. Contact your system administrator if you need to delete a protected subscription.

15.8.2 Rename System

It is possible to change the name of the system in the phone. To rename a system, do the following.

1. Press Menu, select Settings, and press Select.

2. Select System, and press Select.

3. Select Rename System, and press Select.

4. Select the system to rename, and press Edit.

5. Enter the new name and press Save..

15.8.2 In Charger

Calls can be redirected to another extension when the cordless phone is placed in a charger. The function is automatically cancelled when the phone is removed from the charger.

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15.8.2.1 Redirecting Calls and Messages when Placed in Charger

To divert calls or messages when the phone is placed in the charger, do the following:

1. Press Menu, select Settings, and press Select.
2. Select In charger, and press Select.
3. Select Redirect, and press Select.
4. Press Back to save the setting.

15.8.2.2 Detach from System while Charging

When the cordless phone is placed in the charger it can be switched off while it is charging. When it is removed from the charger it will switch on again. To detach the phone while charging, do the following:

1. Press Menu, select Settings, and press Select.
2. Select In charger, and press Select.
3. Select Switch off, and press Select.
4. Press Back to save the setting

16 Installation

In this section, battery and chargers and other equipments for the cordless phone are described.

16.1 Charging the Battery

The battery requires charging when in the display indicates low level. To charge the battery:

- Place the phone in the desktop charger or in the rack charger. The battery is being charged when the indicator on the phone is steady orange. When the battery is fully charged the indicator will be green. A flashing green indicator means incoming call. A red indicator indicates battery warning. An animated battery icon is shown in the display, indicating charging be starting with its current charge and ending with the full charge. A filled battery icon indicates a fully charged battery.

Note: Only use the prescribed chargers for charging.

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16.2 Replacing the Battery

If the standby time for the cordless phone becomes too low, replace the battery with a new one. Contact your system administrator or your certified Aastra Sales partner for information on new batteries. The battery is connected to the cordless phone in such a way that no miss-contact is possible.

To replace the battery, do the following (also described in Figure 10):

1. Open the battery lid and remove the battery.
2. Disconnect the battery cable, and replace with a new battery.
3. Make sure the battery cable cannot be trapped while closing the battery lid.
4. Close the lid.

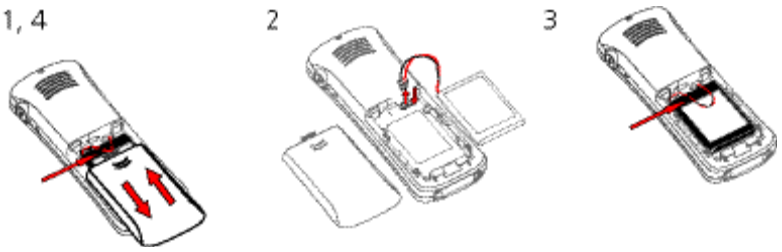

Figure 10 Battery replacement

Note: Do not disconnect the battery unless it needs to be replaced.

16.3 Desk Charger

The desk charger is used only for charging. The charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.

Figure 11 Desk Charger

Note: Only use the chargers within the temperature range of 5 - 40° C.

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16.4 Desk PDM Charger

The Desk PDM charger is used for charging, but can also be used for software download, and synchronizing of parameters. The charger is delivered with a plug-in power supply and is connected into an ordinary wall socket.

Figure 12 Desk PDM Charger

Note: Only use the charger within the temperature range of 5 - 40º C.

Using the Desk PDM charger for software download and synchronizing parameters is most often done by system administrators, and requires that the charger is connected either to the LAN and CPDM or to a PC with the WinPDM software application installed. For a short description of CPDM and WinPDM, see Section 16.8.

The charger is connected to a PC through the USB or one of the network connectors, see Figure 13. When connecting the charger with a PC through one of the network connectors the charger acts as a switch, which makes it possible to connect the other connector to the LAN..

Figure 13 Network and USB Connectors

Note: Network and USB connectors are used to connect the desktop charger to a PC running the WinPDM or to the LAN (not for charging).

16.5 Rack PDM Charger

The charging rack is used for charging several phones, to synchronize parameters, and for software download. The built in power supply can charge up to six cordless phones.

16.6 Headset

The headset comes in two versions; with microphone integrated in the cable, and with microphone on a boom. Connect the headset to the headset connector marked .

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16.7 Belt Clip

With the clip on the back of the phone you can fasten the phone to a belt or similar.

To attach or remove the clip: spread the clip slightly. The ends of the clip fit into holes on the side of your phone.

16.7.1 Attaching Standard Clip

Attach the standard clip as described in Figure 14.

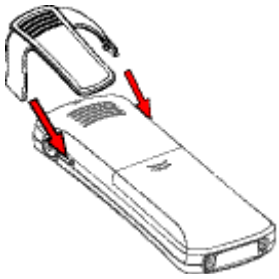

Figure 14 Click on the clip

16.7.2 Attaching Security (Swivel) Clip

Attach the security (swivel) clip as described in Figure 20.

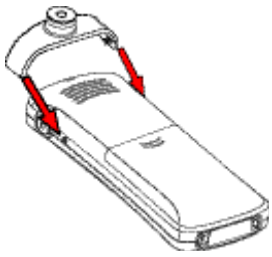

Figure 15 Click on the clip

16.8 WinPDM and CPDM

Software and parameters in your DT390 cordless phone can be upgraded by using the WinPDM or the CPDM. This is most often only done by system administrators. The following are examples of additional features that can be downloaded or configured through PDM:

- Call services
- Company phonebook
- Downloadable language

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WinPDM is used together with the Desk PDM charger. The Desk PDM charger is connected to the PC with WinPDM software through the network or USB connectors at the back of the charger, see Figure 16.

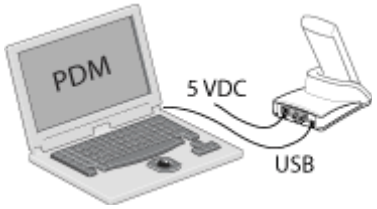

Figure 16 Desk PDM Charger connected to a PC through USB Connector

For more information on WinPDM and CPDM or upgrading of your cordless phone, contact your system administrator.

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17 Troubleshooting

This section contains information on how to solve common operational problems, see Table 12, and warnings, see Table 13, you may receive. Go through the following lists if you encounter any problems. If the checklists do not solve the problem, contact your system administrator. If others have similar problems, there may be a system error.

Table 12 Operational problems

Fault	Probable cause	Action
No display	The battery level is low or the phone is defective.	Charge the battery or contact system administrator.
No ringing	The mute icon is on or the phone is defective.	Long press on the Mute key, or increase volume, or contact system administrator.
Signal strength icon off	Out of system coverage area or the phone is defective.	Enter coverage area or contact system administrator.
Call is switched off after 2 seconds	The phone is defective.	Contact system administrator.

Table 13 Error warning messages

Display shows	Probable cause	Action or comment
Enter PIN	The phone's lock is activated.	Enter the required PIN code. If PIN code lost, configure a new or do a factory reset in WinPDM or CPDM.
No access	The network is in range, but no access rights.	Switch phone off and then switch it on again or contact system administrator.

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No system The phone beeps once a minute (during max 30 minutes) with a low tone followed by a high tone (if enabled, the vibrator also follows the beeps).	The phone is out of coverage or phone is defective.	Stop the beep with the Sound off key and go into range, or contact system administrator. (When reentering the coverage area it can take a couple of minutes before the phone automatically has registered into the system.)
SERVICE NEEDED Parameters corrupt	The phone is defective.	Select reset option on the middle soft key if available or if no reset option is available or fault does not resolve the phone needs repair. Note: Display message only shown in English
SERVICE NEEDED Invalid IPDI	Easy replacement procedure not followed correctly or failure during easy replacement procedure.	Send the telephone for service.
Battery low, charge now	The battery level is low.	Charge or replace the battery.
Phonebook is not available at the moment	The phonebook does not respond, not available at the moment.	Try again later. If fault persists, contact your system administrator.
Voice mail number not defined	There is no Voice mail number defined in the phone.	Define a Voice mail number via WinPDM.

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18 Glossary

AC	Authentication code.
Abbreviated number	Short number. Initiating a call to a preprogrammed number by dialing a code or pressing a key.
Conference	If you have an ongoing conversation you can include other persons and establish a phone conference.
CPDM	Centralized Portable Device Manager: A system version with more features than the WinPDM. It runs on a ELISE2 hardware and is manageable from a PC with network communication.
DECT/GAP	Digital Enhanced Cordless Telecommunication/ Generic Access Profile. This means that no one can eavesdrop on your calls and that the quality of speech is as good as that of conventional fixed phones. DECT/GAP enables interoperability with other manufacturers' products.
Desk charger	A charger for the DT390 cordless phone.
Desk PDM charger	A charger that also can be connected to WinPDM or CPDM for configuration and upgrading of the DT390 cordless phone.
Directory number	Number with 1-8 digits which is assigned to an extension or external line or as a common abbreviated number.
DTMF tone	Dual Tone Multi Frequency or touch tone, for dialing.
Exchange.	Switch. Your phone switching system.
Extension number	All phones connected to the PBX have a unique internal number (up to 8 digits). You can see your number on the display.
GAP	Generic Access Profile, a standard for cordless phone systems. Idle mode The state your phone is in when nothing is activated; not calling, not ringing, not diverted and so on.

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IP call	Internal call sent through an internal data network (LAN or WAN).
IPEI	International Portable part Equipment Identity, unique identity assigned to your phone by the manufacturer.
IPDI	The unique global GAP identity number for the DECT registration. IPDI is exchanged between handsets during Easy replacement procedure.
ISDN	Integrated Services Digital Network. Provides your system with supplementary services from the public net.
Least Cost Routing	A function that automatically selects the cheapest way to connect your external call (not necessarily the shortest distance).
PARK	Portable Access Right Key, unique identity assigned to your network.
PBX	Private Branch Exchange. Your phone switching system (for example, MX-ONE).
PIN	Personal Identification Number for security.
Rack PDM charger	A rack charger that also can be connected to WinPDM or CPDM for configuration and upgrading of the DT390 cordless phones.
Speed Dialing number	Abbreviated number or short number, used for making frequently used numbers faster to dial.
SW	Here you can see which version of the phone software you have.
Tandem configuration	The tandem configuration is a unit consisting of two phones using the same directory number.
Third party	A third connection (person), which can be included in an ongoing two person conversation. The connection can be internal or external.
WinPDM	A software application for managing the cordless phone. Used to download software, set up parameters, templates and so on.

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19 Telephony Function Codes

This section describes the country specific function codes used in MX-ONE that are relevant for the DT390 cordless phone. The codes are listed in Table 14.

The following application systems are concerned: Australia, Austria, Belgium, Brazil, China, Denmark, Export, Finland, France, Germany, Hong Kong A-law, Hong Kong My-law, Indonesia, Ireland, Italy, Malaysia, Mexico, The Netherlands, New Zealand, North America, Norway, Korea, Saudi Arabia, Singapore, South Africa, Spain, Standard, Sweden, Switzerland, and United Kingdom.

Suffix codes are entered as written. They can only be used for SIP phones. For H.323 phones dedicated keys are used.

Service codes are entered as * code # for activation, and # code # for deactivation.

Table 14 Standard and alternative codes

Functions	**Codes**	
Suffix digits (only for SIP)	**Standard**	**Alternative**
Alternation on Inquiry	N/A	Sweden: R
Conference	3	
Intrusion	4	France: 8 New Zealand: 8 Sweden: 8
Call Waiting Indication	5	France: 6 New Zealand: 6 Sweden: 4
Call Back	6	France: 5 New Zealand: 5 Sweden: 5
Common Parking or Individual Call Pick-up	8	France: 4 New Zealand: 4 Sweden: 6
Feature Codes		
General Deactivation	001	North America: 0
Choice of Language	08	
Ordering or Cancellation of Active List (Personal Number)	10	
Follow Me	21	United Kingdom: 2
External Follow Me	22	North America: 23

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Ordering or Cancellation of Interception Message	23	North America: 24
Print Interception Message	26	Sweden: N/A
Manual Message Waiting	31	
Cancellation of Message Waiting	31	North America: 56
Automatic Call Back, Cancellation	37	North America: 6
Malicious Call Tracing	39	
Calling Line Identification Restriction Per Call	42	
By-pass of Diversion	60	North America: 1
Account Code Predialing	61	Finland: 71 Norway: 71
Authorization Code Predialing	72	Germany: 75 The Netherlands: 75 North America: 6 Sweden: 75
Lock/Unlock Common Authorization Code	73	North America: 71
Change Individual Authorization Code	74	
Dial With Individual Authorization Code	75	Germany: 72 The Netherlands: 72 Sweden: 72
Lock/Unlock Individual Authorization Code	76	
Customer Identity Storage	77	
Answer on Group Call Pick-up, and Answer on Night Time Connection (* and # in the service code can be excluded)	8	Finland: 0 North America: 59 Sweden: 0
Ordering of Night Time Connection	84	North America: 8
Repetition of the Last External Number Dialed	***	Finland: **0 Sweden: **0

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